

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: 7/20/05

Division: Community Services

Bulk Item: Yes xx No     

Department: Extension Service

Staff Contact Person: Doug Gregory

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**AGENDA ITEM WORDING:** Requesting approval to waive the purchasing policy requirement for two quotes for lease of Extension Service office space in Damaron Building in Key Largo.

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**ITEM BACKGROUND:** Extension Services has maintained an office in the Upper Keys since 1997 for the 4-H Youth, Horticulture and other programs. The department has leased office space in the Damaron Building since 2001. There is no office space available in the existing County facilities in the Upper Keys. The current lease expires on September 30, 2005. The renewal lease will only be a 4% increase each of the three years over the current rent of \$840 per month/ \$10,080 per year, which is much less than the additional costs that would be incurred in moving, especially since the premises are already set up with county phone and network connections. The office will move to the Quay government center when it becomes available.

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**PREVIOUS RELEVANT BOCC ACTION:** Original lease approved at September 19, 2001 meeting, lease extension approved at 8/20/03 meeting, and lease modification approved at 9/15/04 meeting.

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**CONTRACT/AGREEMENT CHANGES:**

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**STAFF RECOMMENDATIONS:** Approval

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**TOTAL COST:** \$32,724.48 over 3 years

**BUDGETED:** Yes x No     

**COST TO COUNTY:** \$32,724.48 over 3 years

**SOURCE OF FUNDS:**                                     

**REVENUE PRODUCING:** Yes      No x **AMOUNT PER MONTH**      **Year**     

**APPROVED BY:** County Atty CA OMB/Purchasing      Risk Management MS

**DIVISION DIRECTOR APPROVAL:**

*D. P. Malloch for J.M.*  
(James Malloch, Div. Dir. Community Service)

**DOCUMENTATION:** Included      Not Required x

**DISPOSITION:**                                     

**AGENDA ITEM #**